

FINANCE

**INVITATION TO BID
Project No. 17-17
TOWN OF NORTH HAVEN**

Sealed bids for the repair, installation and maintenance of Alarm systems and components throughout the Town of North Haven with respect to Town-owned and maintained facilities, including facilities operated by the Board of Education, Project No. 17-17, will be received at the Finance Office, Memorial Town Hall, 18 Church Street, North Haven, Connecticut, until 10:00 AM on Wednesday, November 30, 2016, at which time and place they will be opened and publicly read. Specifications may be obtained from the Finance Office. After bids are received, the Director of Finance/Administration will determine whether each bid is responsive. In reviewing the bids deemed responsive, the Director of Finance/Administration may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Town of North Haven reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

Edward J. Swinkoski, CPA
Director of Finance/Administration

ALARM SERVICE SPECIFICATION

This specification will be used to provide the service of a licensed Electrician or Limited Electrical Contractor in completing various tasks involving the repair, installation and maintenance of Alarm systems and components throughout the Town of North Haven, CT with respect to Town-owned and maintained facilities, including facilities operated by the Board of Education.

Contractor(s) bidding on this contract and executing a contract with the Town must maintain an active E-1, L-5, or C-5 license with the State of Connecticut. Other workmen assisting the licensed Electrical or Limited Electrical contractor must maintain an E-2, L-6, or C-6 license or be in an apprentice program recognized by the State of Connecticut.

All work performed will follow the Connecticut State Building Code and other applicable legal requirements and industry standards. The contractor will be required to take out the necessary permits to undertake these activities. All work on school facilities shall comply with Connecticut Public Act 13-3 and any regulations promulgated thereunder. The successful bidder, if any, shall file an NFPA 72 report with the Town annually for each building in which an alarm system is monitored.

The vendor awarded the contract for this work, if any, shall execute a contract with the Town, to be prepared by the Town. If the Contractor does not execute the contract within ten (10) days of award, the Town shall have the right to rescind the award and pursue an award to a different contractor.

Contractor shall respond to a work request from the Town within 24 hours, seven days per week. Contractor will not assign or subcontract any portion of the work without the express, advance written consent of the Town. Some proprietary alarms systems may require outsourcing of work. All information provide to and obtained by Contractor shall be treated and protected by Contractor as highly confidential and proprietary.

No work shall commence without (1) a written notice to proceed or Purchase Order issued by the Finance Department of the Town of North Haven; (2) a fully executed contract; and (3) provision of a satisfactory Certificate of Insurance by the Contractor to the Town.

The contractor shall not incur any expense or charge in excess of the contract price without express prior written approval from the Town.

Typical projects include but are not limited to the installation, repair, replacement, maintenance, alteration, and **central monitoring** of all fire, smoke, and burglar alarm systems to include all manufacturers. This contract will include the annual cleaning and testing of all systems.

The town currently has approximately 31 alarm systems. All systems require 24 hour Central Monitoring. Monitoring services to be provided as part of this contract.

For the purposes of bidding, the contractor is to supply unit costs for the following:

Standard Labor Rates

**Contractors overhead, profit, equipment & transportation are to be included in the following rates*

- A. **E-1, D-5, or C-5 Contractor** \$_____/hr.*
- B. **E-2, D-6, or C-6 Journeyperson** \$_____/hr.*
- C. **E-2, D-6, or C-6 Registered Apprentice** \$_____/hr.*

Premium Labor Rates

- D. **E-1, D-5, or C-5 Contractor** \$_____/hr.*
- E. **E-2, D-6, or C-6 Journeyperson** \$_____/hr.*
- F. **E-2, D-6, or C-6 Registered Apprentice** \$_____/hr.*

Materials/Services

- G. **24 hour Central Monitoring for 20 alarm systems** \$_____
- H. **24 hour Central Monitoring per added system over 20** \$_____
- I. **Percentage of Markup on all material purchases** _____%*

Contractor will be required to submit a separate material invoice from the supplier of the material along with his invoice for service. The contractor will apply the above percentage to the material portion of his invoice. Material costs incurred by the contractor will only be paid if the supplier invoice is attached. In addition, all hardware and software shall be non-proprietary, Commercial-Off-The-Shelf (COTS) products and the contractor will provide documentation, training, and any access codes, passwords, etc. to the Town of North Haven upon implementation of those products.

NOTES TO BIDDERS

Bidders are advised that the term of this contract is one (1) year with a Town option to renew for three (3) additional one (1) year terms.

All bids are to be held firm, without modification or withdrawal, until a contract is awarded.

The successful bidder will be required to submit a Certificate of Insurance (workers compensation insurance, commercial automobile insurance and CGL insurance) within 5 days of receipt of award.

Envelope(s) must be sealed and plainly marked “ALARM SYSTEMS SERVICES BID”, with the date and time of opening clearly printed on the outside of the envelope.

BIDS **MUST** BE SUBMITTED ON THIS FORM.

SUBMITTED BY:

Name of Firm

Telephone #

FAX #

Street Address

Printed Name

Title

City, State, Zip

Authorized Signature